

2009-10 MONTHLY FINANCIAL REPORT

AS OF August 31, 2009

Prepared by: Finance

September 15, 2009

Cottonwood Heights

The Honorable Mayor and Members of the City Council:

The financial report for the month ending August 31, 2009 is presented for your review and comment. Finance is now reviewing and capitalizing all capital items from FY 2009. Year end adjustments have been made and the Annual Basic Financial Statements are ready to be compiled as soon as the Capital Assets are calculated and entered. Currently, Finance is involved with the implementation of new financial and payroll software system.

General Fund - Revenue

- Real Property Taxes Deferred calendar year 2009 revenues have been posted into fiscal 2010 along with currently monthly revenues.
- Sales Tax Collections Collections for the city occur two months behind the merchant's collection and are first reported on our September Financial Report.
- E911 Emergency Fees The City continues to receive a part of the E911 revenues generated on telephones within the City boundaries.
- Fee-In-Lieu of Property Taxes Deferred calendar year 2009 revenues have been posted into fiscal 2010 along with currently monthly revenues. This is slightly behind YTD percentage collections of budgeted due to the fact that collections end in December.
- Franchise Taxes (Cable TV) This revenue source reports and pays on a quarterly basis and will first show on our October or November Financial Report.
- Transient Room Tax Collections This tax collection is reported by entities on the same schedule as general sales tax reporting.
- Licenses and Permits –Business Licensing' activity varies throughout the year, and the current activity is on target. Animal licensing collections are entering their second year. Building permits have started this year behind target. Road Cuts revenues are billed monthly along with over the counter payments. A significant amount of road cuts started in the past year have now been billed.
- Intergovernmental Revenues Class C road funds are paid bi-monthly, payment was posted to August retro-actively and is slightly behind budgeted. Liquor Funds are distributed

once a year in December. Other Federal Grants (CDBG) are reimbursed to the City as expenses are submitted for funding.

Charges for Service – Zoning revenues appear to be starting the year significantly ahead of budget for the year.

Fines and Forfeitures – We continue to receive remaining revenues from Salt Lake County Justice Courts on tickets issued prior to July 1, 2007. At June 30, 2008 there were several hundred tickets that are inactive and have a bench warrant assigned to them from the Salt Lake County Justice Court. Revenues from tickets processed through Holladay Justice court are reconciled semi-annually.

Miscellaneous/Interest – The interest earnings on our PTIF account with the State Treasurer is split among General Fund and Capital Projects Fund and other designated fund balances. Total earnings in all funds in the PTIF for the fiscal year are \$13,405, less than a third of prior year's interest, and will be mostly credited to Capital Projects Fund balance.

General Fund – Expenditures

General Government — The Butlerville Days event in July is the major event during the year, resulting in a large percentage of the Legislative Committees budget being spent. All other department expenditures are as expected within budgeted amounts. The Mayor & City Council department is impacted by the annual liability insurance payment made in July each year. A few departments YTD percent is slightly ahead of the elapsed YTD percentage due to one time personnel costs in lieu of annual pay increases. (See additional data on the Community Events and Project / Programs Summary which shows expenditures & revenues through September 11th.)

Public Safety - The Public Safety department includes police, fire and ordinance enforcement. The first full year for the City police department has been completed and operations have continued as expected. The fire department is billed quarterly. Ordinance Enforcement is on target.

Highways & Public Improvements - Public Works expenditures are within budget. Impact Fee

Programs include both Storm Water and Transportation fee projects. The

Class C Road program budget is primarily for street lighting, water and the

Salt Lake County Public Works contract.

Planning - Department expenditures are within budget.

Business Licensing - Department expenditures are within budget.

Debt Service -

The City has one capital lease for leased public safety vehicles and we made the first annual payment on September 1st.

General Fund - Other Financing Sources and Uses

Appropriated Beg Balances – Class C Road funds' beginning balances have been calculated and will be entered as soon as the accounting system is transferred to Caselle software.

Impact Fees - Impact fee collections are collected with building permits.

Appropriated General Fund Balance – This balance has been calculated and will be entered as soon as the the accounting system is transferred to Caselle software.

Transfers -

Transfers are budgeted and primarily expended at year-end when available funds are known. The original budgeted transfer to Capital Projects has been budgeted at \$1,935,497.

General Fund - Fund Balance

Fund Balance (Expected) - The Beginning Balance Restricted Fund for fiscal year-end 2010 has been calculated and now appears on the financial report. Currently it appears that the ending General Fund restricted fund balance will maintain a 6.0 percent balance of \$ 867,694, and the unrestricted balance will increase from the prior year end balance of \$275,593 by approximately \$392,000 to a total over \$567,000.

Capital Projects – Revenue

Grants -

Last year we received approximately \$1,000,000 in grant revenue for capital projects. We now have an additional 375,000 dollars of grant revenues that will be available for the City's capital projects as a carry over, and have added \$145,800 in a new Energy Efficiency Grant.

Revenue -

Interest calculations are based on the PTIF earnings rate at the State of Utah

Treasurer's Pool account for the City. August interest will be booked in September.

Capital Projects - Expenditures

General Government – This budget includes \$5,088,831 for projects and engineering. Various projects are now itemized as line items in this report.

Capital Projects – Other Financing Sources / Uses

Transfers from General Fund – The budgeted transfer of \$1,935,497 from the General Fund will be needed to balance this fund and will be made at year end.

Unreserved Capital Projects Beginning Balance – This amount of \$8,260,844 represents the prior year ending balance in the Capital Projects Fund that will be carried forward to this year.

Transfer to Reserve – This is a budget to formally reserve \$5,778,310 for use on a City owned office and parks in the future.

Employee Benefits Fund - an Internal Service Fund

The purpose of this fund is to pay as you go with regards to employee's accrued benefits. This report has been newly formatted and updated. It will now show the total balance in the PTO liability account and any uses during the reporting period. The year-end calculated amount of the potential liability for lump sum payouts has been funded and the adjusting entry has been made equal to potential liabilities. By doing so the City should never find itself with an unexpected or unfunded employee benefit liability. This was funded \$76,898 in FY 2009 based on actual accrued employee PTO (Personal Time Off) and is budgeted to receive an additional \$105,313 funding at year-end. Current fund balance is \$123,667.

Community Events & Program/Projects Summary

Attached to this report is a Community Events & Program/Projects Summary. This is a brief summary for budgetary review of expenditures by specific program or project with current balances as of the date listed.

I welcome your inquiries and appreciate the opportunity to serve.

Sincerely,

David Muir

Director of Finance

Cottonwood Heights

"City between the Canyons"

Cottonwood Heights
11 - General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending August 31, 2009

Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
REVENUES							
TAXES Real Property Taxes	\$6.500,000	\$6.500.000	\$16.903	\$282 D98	G.	\$6.217.904	
General Sales and Use Taxes E911 Emergenov Telephone Fees	4,600,000	4,032,577		0 6 1	0 0 0	4,032,577	
Fee-In-Lieu of Property Taxes Franchise Taxes - Cable TV Transient Room Tax	500,000 245,040 25,000	500,000 245,040 25,000	47,503	\$279,133	3 G G G	220,867 245,040 25,000	56% 0%
TOTAL TAXES	12,074,040	11,506,617	64,407	\$561,230	\$	10,945,387	
LICENSES AND PERMITS Business Licenses and Permits	250,000	250,000	11,625	\$22,920	0\$	227,080	% 6
Animal Licenses & Fees Buildings, Structures and Equipment Road Cut Fees	12,000 250,000 60,000	12,000 250,000 60,000	910 10,729 35,783	\$1,574 \$22,014 \$40,208	O O O	10,426 227,986 19,793	13% 9% 67%
TOTAL LICENSES AND PERMITS	572,000	572,000	59,046	\$86,716	\$	485,284	15%
INTERGOVERNMENTAL REVENUE Federal Grants	65 000	65 000	9 102	\$9.102	G.	7. 808	7077
Homeland Security Grant Justice Assistance Grant		80,000 10,000		\$0 \$0 \$0 \$0	0 0 6	80,000	%% <u>†</u> 0 0
Class C Roads Liquor Fund Allotment	1,189,500 40,000	1,189,500 40,000		\$0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1,189,500	%% %0
TOTAL INTERGOVERNMENTAL REVENUES	1,294,500	1,384,500	9,102	\$9,102	0\$	1,375,398	1%
CHARGES FOR SERVICE Zoning and Sub-division Fees Sale of Maps and Publications	50,000	50,000 15 <u>0</u>	4,700	\$21,041 \$0	0\$	28,959 150	42% 0%
TOTAL CHARGES FOR SERVICES	50,150	50,150	4,700	\$21,041	0\$	29,109	42%
FINES AND FORFEITURES Courts Fines	270,884	270,884	1,597	\$2,715	0\$	268,169	%
TOTAL FINES AND FORFEITURES	270,884	270,884	1,597	\$2,715	\$0	268,169	1%

18%

2,086,219

\$50

\$467,960

113,698

2,554,179

2,474,179

TOTAL GENERAL GOVERNMENT

Cottonwood Heights

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Cottonwood Heights
11 - General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending August 31, 2009

Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
PUBLIC SAFETY Police Fire Ordinance Enforcement	\$4,470,330 3,077,257 159,929	\$4,480,330 3,077,257 159,929	\$304,212 (23,687) 11,443	\$785,490 \$715,150 \$25,432	\$8,619 \$0 \$0	\$3,694,840 2,362,107 134,497	18% 23% 16%
TOTAL PUBLIC SAFETY	7,707,516	7,717,516	291,969	\$1,526,072	\$8,619	6,191,444	20%
HIGHWAYS AND PUBLIC IMPROVEMENTS Public Works (City Dept) Impact Fee Program Class C Road Program	281,040 60,000 1,189,500	281,040 60,000 1,412,236	21,171	\$37,549 \$0 \$141,621	0\$ 0\$ 0\$	243,491 60,000 1,270,615	13% 0% 10%
TOTAL HIGHWAYS AND PUBLIC IMPROVMENTS	1,530,540	1,753,276	95,544	\$179,170	\$0	1,574,106	10%
COMMUNITY AND ECON DEV Planning Business Licensing	474,866 64,776	474,866 64,776	27,379 4,759	\$49,206 \$10,754	0\$ \$	425,660 54,022	10%
TOTAL COMMUNITY AND ECONOMIC DEVELOPME	539,642	539,642	32,138	\$59,960	\$0	479,682	11%
DEBT SERVICE Interest and Principal	194,200	194,200	194,200	\$194,200	0\$		100%
TOTAL DEBT SERVICE	194,200	194,200	194,200	\$194,200	0\$		100%
TOTAL EXPENDITURES	12,446,077	12,758,813	727,549	\$2,427,363	\$8,669	10,331,450	19%
Excess (Defic) of Revenues over Expenditures	1,875,497	1,085,338	(581,923)	(\$1,733,682)	(\$8,669)	2,819,020	-160%

Cottonwood Heights

Statement of	11 - General Fund Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual For the Fiscal Period Ending August 31, 2009	11 - General Fund s, Expenditures and Changes in Fund Balance For the Fiscal Period Ending August 31, 2009	Fund ges in Fund Bala ng August 31, 20	ances - Budget a 309	and Actual		16.67% Year Elapsed
Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
OTHER FINANCING SOURCES Reserved Class C Roads Beg Bal Appropriated Impact Fees - Current Year Collections Unreserved Beg Fund Balance Appropriated	000'09	\$222,736 60,000 567,423		\$ \$0 \$0 \$0	O O O O	\$222,736 60,000 567,423	%0 %0
TOTAL OTHER FINANCING SOURCES	000'09	850,159		\$	\$0	850,159	%0
Subtotal Available Revenues & Sources	1,935,497	1,935,497	(581,923)	(\$1,733,682)	(\$8,669)	3,669,179	%06-
OTHER FINANCING USES Transfers to Capital Projects Fund	1,935,497	1,935,497		0\$	0\$	1,935,497	%0
TOTAL OTHER FINANCING USES	1,935,497	1,935,497		\$0	0\$	1,935,497	%0
Current Change in Fund Balance			(581,923)	(\$1,733,682)	(\$8,669)	1,733,682	%0

%0 100% -100% 100%

0 1,733,682

\$0 (\$8,669)

\$867,694 (\$1,733,682)

(581,923)

867,694

936,166

Fund Balance Detail Restricted Fund Balance Ending Prior YE Current Change In Unrestricted Fund Balance

1,733,682

(\$8,669)

(\$862,988) \$867,694

(581,923)

867,694 867,694

936,166 936,166

GENERAL FUND RESTRICTED BALANCE FUND BALANCE (Expected)

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45 - Capital Projects Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending August 31, 2009

Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
REVENUES Energy Efficiency Conserv BG State Government Grants		\$145,800		O\$	9 6	\$145,800	%0 %0
Interest Revenues	150,000	150,000		\$6,809	80	143,191	2%
TOTAL REVENUES	150,000	670,800		\$6,809	\$0	663,991	1%
EXPENDITURES							
Pavement Maintenance	1,200,000	2,512,722	33,130	\$33,288	0 6	2,479,434	1%
Ft Union Level Course	000.00	145,830	200	\$500	9	99,800	%2
Public Works GIS Inventory	25,000	25,000		80	0\$	25,000	%0
Bus Stop Improvements	1	7,000		80	0\$	7,000	%0
i raffic Calming Timberline Trailhead	75,000	75,000	540 3.480	\$617	O 6	74,383	7,%
Storm Drain Improvements	302.500	354,654	90,481	\$90.481	9 6	264 173	%90
Cross Gutter Replacement	50,000	50,000	Î	80	Q Q	50,000	%0
Big Cottonwood Cyn Trail		668,920	13,581	\$98,507	0\$	570,413	15%
Parks, Trails and Open Space	75,000	75,000		0\$	\$0	75,000	%0
Traffic Signal Upgrades	35,000	35,000	1,541	\$1,541	0	33,459	4%
Street Lighting Program Storm Water Dian undate	000,00	28,800	7	2000	0	28,800	%0 ***
Storm Drain Cleaning & Maintenance	100 000	24, 160 193 022	9,000	43,000	G# €	23,168	%6
Park Improvements	75,000	102,220	5	S €	9 6	103,219	%0
Sidewalk Replacement	100,000	100,000	27,782	\$27.782	9 09	72,219	28%
3000 East Reconstruction	140,000	25,779		0\$	80	25,779	%0
Park Centre Drive Lighting		148,800		\$0	\$ 0	148,800	%0
Clean Fuel Vehicles Project	000	29,595	24,300	\$24,300	08	5,295	82%
Miscellalicous Siliali Flojecis	000,622	770,040		9	0	220,646	%0
TOTAL EXPENDITURES	2,552,500	5,088,831	206,645	\$406,649	\$0	4,682,182	%8
OTHER FINANCING SOURCES (USES)							
i ransiers from General Fund Unreserved Capital Projects Fund Beg Bal Appropriat	1,935,497	1,935,497 8,260,844		0 0	O C	1,935,497	%0 0
						10,002,0	2
TOTAL OTHER FINANCING SOURCES	8,180,810	10,196,341		\$0	\$0	10,196,341	%0
Transfer to Reserve for City Center & Parks	5,778,310	5,778,310		\$0	\$0	5,778,310	%0
TOTAL OTHER FINANCING USES	5,778,310	5,778,310		\$0	\$0	5,778,310	%0
Unrestricted Fund Balance Restricted Fund - City Center & Parks	5,778,310	5,778,310	(206,645)	(\$399,840)	\$0	399,840 5,778,310	%0 %0

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65-Employee Benefits Fund (an Internal Service Fund)
Statement of Revenues, Expenditures and Changes in Fund Net Assets
For the Fiscal Period Ending August 31, 2009

	Adopted	Amended	Current		Outstanding	Uncollected or Available	YTD Actual %
Description	Budget	Budget	Actual	Actual	Encumbrance	Budget	Budget
OPERATING REVENUES							
Charges for Employee Benefits	\$103,813	\$103,813		\$0	\$0	\$103,813	%0
OPERATING EXPENSES	103,813	103,813		0\$	0\$	103,813	%0
Employee Benefits	105,313	105,313		8	0\$	105,313	%0
	105,313	105,313		\$0	\$0	105,313	%0
Operating Income (Loss)	(1,500)	(1,500)		0\$	0\$	(1,500)	%0
NON-OPERATING REVENUES Interest Revenues	1,500	1,500		\$106	0\$	1,394	%
Change in Non-Current PTO Liability				\$106	\$0	(106)	%0
NOTE: Balance of Liability Account							
NON-CURRENT PTO LIABILITY - BEGINNING Calculated future liability added Current fecal vaer activity of find	(88,706) (105,313)	(123,667) (105,313)		\$0 \$0 \$0	9	(123,667) (105,313)	%0 %0
NON-CURRENT PTO LIABILITY - ENDING	(194,019)	(228,980)		(\$123,667)	0\$	(105,313)	54%

Community Events Summary	<u> </u>		Event	City Budgeted	Expenditures	Remaining Balance
9/11/200	9	BUDGETED AMOUNT>>>>	Revenues	93,923		•
710-Youth City Council	11-546-4112-710	Community Recreation		4,000	259	3,741
711-City Birthday	11-546-4112-711	Community Recreation		4,000		4,000
713-Bark in the Park	11-546-4112-713	Community Recreation		11,000	1,059	9,941
716-Easter Egg Event	11-546-4112-716	Community Recreation		5,000		5,000
718-Tennis Title Sponsor Event	11-546-4112-718	Community Recreation		1,500		1,500
719-Movie in the Park Event	11-546-4112-719	Community Recreation		3,000		3,000
720-Earth Day	11-546-4112-720	Community Recreation		5,000		5,000
721-Turkey Day Run	11-546-4112-721	Community Recreation		5,000		5,000
722-Relay for Life	11-546-4112-722	Community Recreation		850		850
724-Butlerville Days	11-546-4112-724	Community Recreation	21,330	39,000	68,401	(8,071)
725-City History Comm/Utah Humanities Co	oi 11-546-4112-725	Community Recreation		1,648		1,648
726-City Cycling Committee	11-546-4112-726	Community Recreation		2,100	259	1,841
727-City Arts Council	11-546-4112-727	Community Recreation		11,800		
		UNALLOCATED >>>>>>		25		25
		Totals	21,330	93,923	69,978	33,474

		<u>Program</u>			
Other Programs/Projects		<u>Funds</u>			
9/11/2009		Booked	<u>Budget</u>	Expenditures	Remaining Budget
Community Development Block Grant (200)	Federal		65,000		65,000
Arbor Day Grant (201)	Federal		-		-
Homeland Security Grant (202)	Federal		80,000		80,000
Storm Water Impact Fees (350)	Fees & Assessments		30,000		30,000
Transportation Impact Fees (351)	Fees & Assessments		30,000		30,000
Citizen CERT Training (402)	State Programs		-		-
Class C Roads (415)	State Programs		1,189,500	145,371	1,044,129
Private Donations - K-9 (802)	City Inititives		-	1,915	(1,915)
Private Donations - Dare (803)	City Inititives	5,111	5,111	-	5,111
Private Donations - Crime Victims Fund (804)	City Inititives		-		•
Justive Assistance Grants (806)	Public Safety		_		·-
BVP Grant (807)	Public Safety		~		-
State DUI-OT Grant (809)	Public Safety		-		-
		5,111	1,399,611	147,286	1,252,325

<u>Capital Projects</u> See report on page 10 for Capital Projects.